

Sorted by Time Category

Time and Labor Input/Output Reference Guide

(Time Reporting Codes and Their Meaning)

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Leave Hours Adjustment Codes

	Time Reporting Code on Timesheet	Time Reporting Code Description	Time Admin Generates Payable Time Code (Sent to Payroll)	Description of Payable Time	Code Employee Will See on Paycheck	Rule (Yes/No)
AD	ADJAL	Annual Leave Adjustment	ADJAL	ADJAL appears on Payable Time. Entered by DOHR only.		N
AD	ADJHC	Holiday Comp. Adjustment	ADJHC	ADJHC appears on Payable Time. Entered by DOHR only.		N
AD	ADJPC	Premium Comp. Adjustment	ADJPC	ADJPC appears on Payable Time. Entered by DOHR only.		N
AD	ADJRC	Regular Comp. Adjustment	ADJRC	ADJRC appears on Payable Time. Entered by DOHR only.		N
AD	ADJSB	SLB Assessment/Enrollment	ADJSB	ADJSB appears on Payable Time. Entered by DOHR only.		N
AD	ADJSD	Sick Leave Donation Adjustment	ADJSD	ADJSD appears on Payable Time. Entered by DOHR only.		N
AD	ADJSL	Sick Leave Adjustment	ADJSL	ADJSL appears on Payable Time. Entered by DOHR only.		N
AD	ADJSR	Sick Leave Reinstatement Adj	ADJSR	ADJSR appears on Payable Time. Entered by DOHR only.		N
AD	ADJXC	Excess Comp. Adjustment	ADJXC	ADJXC appears on Payable Time. Entered by DOHR only.		N
AD	LUMPA	Lump Sum Annual Leave	LUMPA	LUMPA appears on Payable Time. Entered by DOHR only.	ALS	N

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	Time Reporting Code on Timesheet	Time Reporting Code Description	Time Admin Generates Payable Time Code (Sent to Payroll)	Description of Payable Time	Code Employee Will See on Paycheck	Rule (Yes/No)
AD	LUMPC	Lump Sum Comp Time	LUMRG, LUMPR, LUMHL, LUMEX	LUMPC will step down through all four of the comp leave balances. This is used when an employee separates from the State and is used to pay the employee for their comp balances. Entered by DOHR only.	LUMRG=CMS LUMPR=PCL LUMHL=HCL LUMEX=CMS	N
AD			LUMRG	Lump sum – Regular Comp	CMS	Y
AD			LUMPR	Lump sum – Premium Comp	PCL	Y
AD			LUMHL	Lump sum – Holiday Comp	HCL	Y
AD			LUMEX	Lump sum – Excess Comp	CMS	Y

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Holiday Codes

	Time Reporting Code on Timesheet	Time Reporting Code Description	Time Admin Generates Payable Time Code (Sent to Payroll)	Description of Payable Time	Code Employee Will See on Paycheck	Rule (Yes/No)
HL			HOLCP	Holiday Comp Time Earned	CAH	Y
HL			HOLC2	Holiday Comp Earned – Hourly	CAH	Y
HL			HOLNP	Holiday No Pay	WOP	Y
HL			HLNP2	Holiday No Pay – Hourly		Y
HL			HOLPP	Holiday Overtime Premium Pay – Full Rate	POT	Y
HL			HOLPY	Holiday Non-duty Pay	HOL	Y
HL			HLPY2	Holiday Non-duty Pay – Hourly	HPH	Y
HL			HOLRG	Holiday Reg Pay – Time Worked	ROT	Y
HL	HOLEG	Holiday Eligibility Override	N/A	Does not appear on Payable Time. Override to make employee eligible for holiday.		N
HL	HOLVD	Holiday Void - Rules Override	N/A	Does not appear on Payable Time. Override to make employee ineligible for holiday.		N

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Overtime and Anticipated Overtime Codes

	Time Reporting Code on Timesheet	Time Reporting Code Description	Time Admin Generates Payable Time Code (Sent to Payroll)	Description of Payable Time	Code Employee Will See on Paycheck	Rule (Yes/No)
OT			POT	Premium Overtime – Full Rate	POT	Y
OT			POTX5	Premium Overtime – Half Rate	HOT	Y
OT			PCOT	Premium Comp OT	CAH	Y
OT			PCT2	Premium Cmp Earned - Hrly	CAH	Y
OT			ROT	Regular Overtime	ROT	Y
OT			RCOT	Regular Comp Overtime	CAH	Y
OT			RCT2	Reg Comp Earned - Hourly	CAH	Y
OT	ROTX	Regular Overtime - Exception	ROTX	Regular Overtime – Exception This TRC is for DOHR approved overtime exceptions only.	ROT	N
OT	RCOTX	Reg Comp Earned - Exception	RCOTX	RCOTX appears on Payable Time. This TRC is for DOHR approved overtime exceptions only.	CAH	N
OT			RCTX2	RCOT Earned - Hourly Exception	CAH	Y
OT	POTX	Premium Overtime - Exception	POTX	POTX appears on Payable Time. This TRC is for DOHR approved overtime exceptions only.	POT	N
OT	PCOTX	Pre Comp Earned - Exception	PCOTX	PCOTX appears on Payable Time. This TRC is for DOHR approved overtime exceptions only.	CAH	N

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	Time Reporting Code on Timesheet	Time Reporting Code Description	Time Admin Generates Payable Time Code (Sent to Payroll)	Description of Payable Time	Code Employee Will See on Paycheck	Rule (Yes/No)
OT			PCTX2	PCTX2 appears on Payable Time.	CAH	Y
OT			ROTCX	Excess Compensatory OT Earned	CAH	Y
OT			ROTEX	Excess RCOT Over 480 Limit	ROT	Y
OT			ROTPH	Excess PCOT Over 240 Limit	ROT	Y
OT	ANTOT	Anticipated OT - Shift 1	ANTOT, AROT, APOT	ANTOT is entered to anticipate overtime worked on a certain day. If the anticipated overtime hours do not become overtime (if the person does not cross their overtime threshold for their time period), the hours will remain ANTOT on Payable Time and will pay as regular hours. If the anticipated overtime hours do in fact become overtime, the ANTOT will become AROT (Anticipated Regular Overtime) on Payable Time. If the employee crosses the premium overtime threshold, ANTOT hours will become APOT (Anticipated Premium Overtime) on Payable Time.	ANTOT=REG AROT=ROT APOT=AOT	N
OT	ANTS2	Anticipated OT - Shift 2	ANTS2, AROT,	ANTS2 is entered to anticipate	ANTS2=REG	N

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			APOT	overtime worked on a certain day. If the anticipated overtime hours do not become overtime (if the person does not cross their overtime threshold for their time period), the hours will remain ANTS2 on Payable Time and will pay as regular hours. If the anticipated overtime hours do in fact become overtime, the ANTS2 will become AROT (Anticipated Regular Overtime) on Payable Time. If the employee crosses the premium overtime threshold, ANTS2 hours will become APOT (Anticipated Premium Overtime) on Payable Time.	AROT=ROT APOT=AOT	
OT	ANTS3	Anticipated OT - Shift 3	ANTS3, AROT, APOT	ANTS3 is entered to anticipate overtime worked on a certain day. If the anticipated overtime hours do not become overtime (if the person does not cross their overtime threshold for their time period), the	ANTS3=REG AROT=ROT APOT=AOT	N

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				hours will remain ANTS3 on Payable Time and will pay as regular hours. If the anticipated overtime hours do in fact become overtime, the ANTS3 will become AROT (Anticipated Regular Overtime) on Payable Time. If the employee crosses the premium overtime threshold, ANTS3 hours will become APOT (Anticipated Premium Overtime) on Payable Time.		
OT			AROT	Paid Anticipated Regular OT	ROT	Y
OT			APOT	Paid Anticipated Premium OT	AOT	Y
OT			DBLTM	Double Time for California Employees	POC	Y
OT	POTSD	Pre OT for DOS – Full Rate.	POTSD	POTSD appears on Payable Time. This is an overtime exception specific to the Dept. of Safety.	POT	N
OT	PRM72	72 Hour Notice Pay	PRM72	PRM72 appears on Payable Time. Entered by DOHR only.	POT	N
OT			UPOT	Unprocessed Overtime Overtime will be processed during the next pay period.		Y

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	Time Reporting Code on Timesheet	Time Reporting Code Description	Time Admin Generates Payable Time Code (Sent to Payroll)	Description of Payable Time	Code Employee Will See on Paycheck	Rule (Yes/No)
OT			UPAOT	Unprocessed Antic. Overtime Overtime will be processed during the next pay period.		Y

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Leave with Pay Codes

	Time Reporting Code on Timesheet	Time Reporting Code Description	Time Admin Generates Payable Time Code (Sent to Payroll)	Description of Payable Time	Code Employee Will See on Paycheck	Rule (Yes/No)
LV	AL	Annual Leave	<p>Full Time: CLEX, CLPRE, CLHOL, CLREG, AL, AAL, ALWO,</p> <p>Part Time: CLEX2, CLPR2, CLHL2, CLRG2, AL2, AAL2, ALWO2</p>	<p>For full time employees, if the employee has an Annual Leave balance large enough to satisfy the number of hours entered, AL (Annual Leave) will appear on Payable Time. However, if the employee has any Compensatory Leave balance, Payable Time will reflect that those hours must be taken first in the following order – Excess (CLEX), Premium (CLPRE), Holiday (CLHOL), and Regular (CLREG).</p> <p>If the employee has neither a comp leave nor annual leave balance, ALWO (Annual Leave Without Pay) will appear on Payable Time unless the employee has accrued Annual Leave for the month and AAL will</p>	<p>CLEX=COMP CLPRE=CPR CLHOL=CLH CLREG=COMP AL=ANL AAL=ANL ALWO=WOP CLEX2=CMH CLPR2=CMH CLHL2=CMH CLRG2=CMH AL2=ANH AAL2=ANH</p>	N

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	Time Reporting Code on Timesheet	Time Reporting Code Description	Time Admin Generates Payable Time Code (Sent to Payroll)	Description of Payable Time	Code Employee Will See on Paycheck	Rule (Yes/No)
				appear. For hourly employees, the rules follow the same as above except the TRCs are CLEX2, CLPR2, CLHL2, CLRG2, AL2, AAL2, and ALWO2.		
LV			AAL	Anticipated Accrued Annual Leave	ANL	Y
LV			AL2	Annual Leave - Hourly	ANH	Y
LV			AAL2	Antic. Accrued Annual Lv – Hourly	ANH	Y
LV	CL	Compensatory Leave	<p>Full Time: CLEX, CLPRE, CLHOL, CLREG, AL, AAL, CLWO</p> <p>Part Time: CLEX2, CLHL2, CLPR2, CLRG2, AL2, AAL2, CLWO2</p>	<p>Employees have four different types of Compensatory Leave balances. The CL entered will pull from these balances in the following order – Excess (CLEX), Premium (CLPRE), Holiday (CLHOL), and Regular (CLREG). If there is no compensatory leave to satisfy the time entered, the hours will be taken from the employee's annual leave balance and AL will appear on Payable Time.</p>	<p>CLEX=CMP CLPRE=CPR CLHOL=CLH CLREG=CMP AL=ANL AAL=ANL CLWO=WOP CLEX2=CMH CLHL2=CMH CLPR2=CMH CLRG2=CMH AL2=ANH AAL2=ANH</p>	N

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	Time Reporting Code on Timesheet	Time Reporting Code Description	Time Admin Generates Payable Time Code (Sent to Payroll)	Description of Payable Time	Code Employee Will See on Paycheck	Rule (Yes/No)
				<p>If there is neither Compensatory Leave or Annual Leave to satisfy the time entered, CLWO (Compensatory Leave Without Pay) will appear on Payable Time unless the employee has accrued Annual Leave for the month and AAL appears.</p> <p>For hourly employees, the rules follow the same as above except the TRCs are CLEX2, CLHL2, CLPR2, CLRG2, AL2, AAL2, and CLWO2.</p>		
LV			CLEX	Excess Comp Leave - Used	CMP	Y
LV			CLEX2	Excess Comp Leave Used – Hourly	CMH	Y
LV			CLPRE	Premium Comp Leave - Used	CPR	Y
LV			CLPR2	Premium Comp Leave Used – Hourly	CMH	Y
LV			CLHOL	Holiday Comp Leave - Used	CLH	Y
LV			CLHL2	Holiday Comp Leave Used – Hourly	CMH	Y
LV			CLREG	Regular Comp Leave - Used	CMP	Y
LV			CLRG2	Regular Comp Leave Used – Hourly	CMH	Y
LV	SL	Sick Leave	Full Time: SL,	For full time employees, if the	SLS	N

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			<p>CLEX, CLPRE, CLHOL, CLREG, AL, ASL, AAL, SLWO</p> <p>Part Time: SL2, CLEX2, CLPR2, CLHL2, CLRG2, AL2, ASL2, AAL2, SLWO2</p>	<p>employee has a Sick Leave balance large enough to satisfy the number of hours entered, SL (Sick Leave) will appear on Payable Time. If the employee lacks a Sick Leave balance, the hours will be taken from the available Compensatory Leave balance (in the following order – CLEX, CLPRE, CLHOL, and CLREG) and then Annual Leave (AL) balance.</p> <p>If the employee has no leave balances at all, SLWO will appear on Payable Time unless the employee has accrued Sick or Annual Leave for the month and ASL then AAL would appear.</p> <p>For part time employees, the rules follow the same as above except the TRCs are SL2, CLEX2, CLPR2, CLHL2, CLRG2, AL2, ASL2, AAL2</p>	<p>CLEX=CMP CLPRE=CPR CLHOL=CLH CLREG=CMP AL=ANL ASL=SLS AAL=ANL SLWO=WOP CLEX2=CMH CLHL2=CMH CLPR2=CMH CLHL2=CMH CLRG2=CMH AL2=ANH ASL=SLS AAL2=ANH</p>	

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				and SLWO2.		
LV			ASL	Anticipated Accrued Sick Leave	SLS	Y
LV			SL2	Sick Leave Hourly	SLH	Y
LV			ASL2	Antic. Accrued Sick Lv – Hourly	SLH	Y
LV	SLOVR	Sick Lve Reschedule Override	SLOVR	SLOVR appears on Payable Time. Entered instead of SL to override rescheduling.	SLS	N
LV			ASLVR	Anticipate Accrued SL Override	SLS	Y
LV			SLOV2	Sick Lv Override Hourly	SLH	Y
LV			ASVR2	Antic. Accrued SL Override – Hourly	SLH	Y
LV	FMLAL	FML - Annual Lv	<p>Full Time: CLEX, CLPRE, CLHOL, CLREG, FMLAL, AFMAL, FMLWO</p> <p>Part Time: CLEX2, CLPR2, CLHL2, CLRG2, FMLA2, AFMA2, FLWO2</p>	<p>If the employee has an Annual Leave balance large enough to satisfy the number of hours entered, FMLAL (Family Medical Leave - Annual Leave) will appear on Payable Time. However, if the employee has any Compensatory Leave balance, Payable Time will reflect that those hours must be taken first in the following order – Excess (CLEX), Premium (CLPRE), Holiday (CLHOL), and Regular (CLREG).</p>	<p>FMLAL=FML CLEX=CMP CLPRE=CPR CLHOL=CLH CLREG=CMP AFMAL=FML FMLWO=WOP CLEX2=CMH CLHL2=CMH CLPR2=CMH CLRG2=CMH FMLA2=FAH AFMA2=FAH</p>	N

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	Time Reporting Code on Timesheet	Time Reporting Code Description	Time Admin Generates Payable Time Code (Sent to Payroll)	Description of Payable Time	Code Employee Will See on Paycheck	Rule (Yes/No)
				<p>If the employee has neither a comp leave nor annual leave balance, FMLWO (Family Medical Leave Without Pay) will appear on Payable Time unless the employee has accrued Annual Leave for the month and AFMAL appears.</p> <p>For part time employees, the rules follow the same as above except the TRCs are CLEX2, CLPR2, CLHL2, CLRG2, FMAL2, AFMA2, and FLWO2.</p>		
LV			AFMAL	Anticipated FML Annual Leave	FML	Y
LV			FMAL2	FML Annual Lv Hourly	FAH	Y
LV			AFMA2	Antic. FML Annual Lv – Hourly	FAH	Y
LV	FMLSL	FML - Sick Leave	Full Time: FMLSL, CLEX, CLPRE, CLHOL, CLREG, FMLAL, AFMSL, AFMAL, FMLWO	If the employee has a Sick Leave balance large enough to satisfy the number of hours entered, FMLSL (Family Medical Leave - Sick Leave) will appear on Payable Time. If the employee lacks a Sick	FMLSL=FMS FMLAL=FML CLEX=CMP CLPRE=CPR CLHOL=CLH CLREG=CMP	N

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			Part Time: FMSL2, CLEX2, CLPR2, CLHL2, CLRG2, AL2, AFMS2, AFMA2, FMWO2	<p>Leave balance, the hours will be taken from the available Compensatory Leave balance (in the following order – CLEX, CLPRE, CLHOL, and CLREG) and then Annual Leave (FMLAL) balance.</p> <p>If the employee has no leave balances at all, FMLWO (Family Medical Leave Without Pay) will appear on Payable Time unless the employee has accrued Sick or Annual Leave for the month and AFMSL then AFMAL appears.</p> <p>For part time employees, the rules follow the same as above except the TRCs are FMSL2, CLEX2, CLPR2, CLHL2, CLRG2, AL2, AFMS2, AFMA2, and FMWO2.</p>	<p>AFMSL=FMS AFMAL=FML FMLWO=WOP CLEX2=CMH CLHL2=CMH CLPR2=CMH CLRG2=CMH FMSL2=SLH AFMA2=FAH AFMS2=FMH</p>	
LV			AFMSL	Anticipated FML Sick Leave	FMS	Y
LV			FMSL2	FML Sick Leave Hourly	SLH	Y

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LV			AFMS2	Antic. FML Sick Lv. – Hourly	FMH	Y
LV			FMLHL	FML Holiday	HOL	Y
LV	FMLAP	FML Assault Pay	FMLAP	FMLAP appears on Payable Time. Entered at Agency Administrator level.	ASP	N
LV			FMAP2	FML Assault Pay Hourly	APH	Y
LV	FMLSB	FML Sick Leave Bank	FMLSB	FMLSB appears on Payable Time. Entered by DOHR only.	SLB	N
LV	SLBK	Sick Leave Bank	SLBK	SLBK appears on Payable Time. Entered by DOHR only.	SLB	N
LV	SLDN	Donated (Transferred) Sick Lv	SLDN	SLDN appears on Payable Time. Entered by DOHR only.	SLB	N
LV	MPAL	Parental Annual Leave	Full Time: MPCLX, MPCLP, MPCLH, MPCLR, MPAL, AMPAL, MPAWO Part Time: MPCX2, MPCR2, MPCH2, MPCR2, MPAL2, AMPA2, MPWO2	For full time employees, if the employee has an Annual Leave balance large enough to satisfy the number of hours entered, MPAL (Annual Leave) will appear on Payable Time. However, if the employee has any Compensatory Leave balance, Payable Time will reflect that those hours must be taken first in the following order – Excess (MPCLX), Premium	MPAL=ANL MPCLX=CMP MPCLP=CPR MPCLH=CLH MPCLR=CMP AMPAL=ANL MPAWO=WOP MPCX2=CMH MPCP2=PCH MPCH2=HCH MPCR2=CMH	N

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				<p>(MPCLP), Holiday (MPCLH), and Regular (MPCLR).</p> <p>If the employee has neither a comp leave nor annual leave balance, MPAWO (Parental Leave Without Pay) will appear on Payable Time unless the employee has accrued Annual Leave for the month and AMPAL will appear.</p> <p>For part time employees, the rules follow the same as above except the TRCs are MPCX2, MPCP2, MPCH2, MPCR2, MPAL2, AMPA2, and MPWO2.</p>	MPAL2=ANH AMPA2=ANH	
LV			AMPAL	Anticipated Parental Annual Leave	ANL	Y
LV			MPAL2	Parental Annual Leave Hourly	ANH	Y
LV			AMPA2	Antic. Parental Annual Lv – Hourly	ANH	Y
LV	MPACL	Parental Comp Leave	Full Time: MPCLX, MPCLP, MPCLH, MPCLR, MPAL, AMPAL,	Employees have four different types of Compensatory Leave balances. The MPACL entered will pull from these balances in the	MPAL=ANL MPCLX=CMP MPCLP=CPR	N

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			MPAWO Part Time: MPCX2, MPCR2, MPCH2, MPCR2, MPAL2, AMPA2, MPWO2	<p>following order – Excess (MPCLX), Premium (MPCLP), Holiday (MPCLH), and Regular (MPACLR). If there is no compensatory leave to satisfy the time entered, the hours will be taken from the employee's annual leave balance and MPAL will appear on Payable Time.</p> <p>If there is neither Compensatory Leave or Annual Leave to satisfy the time entered, MPAWO (Parental Leave Without Pay) will appear on Payable Time unless the employee has accrued Annual Leave for the month and AMPAL appears.</p> <p>For part time employees, the rules follow the same as above except the TRCs are MPCX2, MPCR2, MPCH2, MPCR2, MPAL2, AMPA2, and MPWO2.</p>	MPCLH=CLH MPCLR=CMP AMPAL=ANL MPAWO=WOP MPCX2=CMH MPCP2=PCH MPCH2=HCH MPCR2=CMH MPAL2=ANH AMPA2=ANH	

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LV			MPCLX	Parental Leave – Excess Comp	CMP	Y
LV			MPCX2	Parental Lv. Excess Comp Hourly	CMH	Y
LV			MPCLP	Parental Leave – Premium Comp	CPR	Y
LV			MPCP2	Parental Lv. Premium Comp Hourly	PCH	Y
LV			MPCLH	Parental Leave – Holiday Comp	CLH	Y
LV			MPCH2	Parental Lv. Holiday Comp Hourly	HCH	Y
LV			MPCLR	Parental Leave – Regular Comp	CMP	Y
LV			MPCR2	Parental Lv. Regular Comp Hourly	CMH	Y
LV	MPSL	Parental Sick Leave	<p>Full Time: MPSL, MPCLX, MPCLP, MPCHL, MPCLR, MPAL, AMPSL, AMPAL, MPAWO</p> <p>Part Time: MPSL2, MPCX2, MPCP2, MPCH2, MPCR2, MPAL2, AMPS2, AMPA2, MPWO2</p>	<p>For full time employees, if the employee has a Sick Leave balance large enough to satisfy the number of hours entered, MPST (Parental Sick Leave) will appear on Payable Time. If the employee lacks a Sick Leave balance, the hours will be taken from the available Compensatory Leave balance (in the following order – Excess - MPCLX, Premium - MPCLP, Holiday - MPCLH, and Regular - MPCLR) and then any available Annual Leave (MPAL) balance.</p>	<p>MPST=MPA MPCLX=CMP MPCLP=CPR MPCLH=CLH MPCLR=CMP MPAL=ANL AMPSL=MPA AMPAL=ANL MPAWO=WOP MPST2=MPH MPCX2=CMH MPCP2=PCH MPCH2=HCH MPCR2=CMH MPAL2=ANH</p>	N

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	Time Reporting Code on Timesheet	Time Reporting Code Description	Time Admin Generates Payable Time Code (Sent to Payroll)	Description of Payable Time	Code Employee Will See on Paycheck	Rule (Yes/No)
				<p>If the employee has no leave balances at all, MPAWO will appear on Payable Time unless the employee has accrued Sick or Annual Leave for the month and AMPSL then AMPAL would appear.</p> <p>For part time employees, the rules follow the same as above except the TRCs are MPSL2, MPCX2, MPCP2, MPCH2, MPCR2, MPAL2, AMPS2, AMPA2, MPWO2</p>	<p>AMPS2=MPH AMPA2=ANH</p>	
LV			AMPSL	Anticipated Parental Sick Leave	MPA	
LV			MPSL2	Parental Leave – Sick Leave Hourly	MPH	Y
LV			AMPS2	Antic. Parental Sick Lv. - Hourly	MPH	
LV	FMPAL	FML/MPA Annual Leave	<p>Full Time: MPCLX, MPCLP, MPCLH, MPCLR, FMPAL, AFMPA, FMPWO</p> <p>Part Time:</p>	For full time employees, if the employee has an Annual Leave balance large enough to satisfy the number of hours entered, FMPAL (Annual Leave) will appear on Payable Time. However, if the employee has any Compensatory	<p>MPCLX=CMP MPCLP=CPR MPCLH=CLH MPCLR=CMP FMPAL=FML AFMPA=FML FMPWO=WOP</p>	

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	Time Reporting Code on Timesheet	Time Reporting Code Description	Time Admin Generates Payable Time Code (Sent to Payroll)	Description of Payable Time	Code Employee Will See on Paycheck	Rule (Yes/No)
			MPCX2, MPCP2, MPCH2, MPCR2, FMPA2, AFPA2, FPWO2	<p>Leave balance, Payable Time will reflect that those hours must be taken first in the following order – Excess (MPCLX), Premium (MPCLP), Holiday (MPCLH), and Regular (MPCLR).</p> <p>If the employee has neither a comp leave nor annual leave balance, FMPWO (FML/MPA Without Pay) will appear on Payable Time unless the employee has accrued Annual Leave for the month and AFMPA will appear.</p> <p>For part time employees, the rules follow the same as above except the TRCs are MPCX2, MPCP2, MPCH2, MPCR2, FMPA2, AFPA2, and FPWO2.</p>	<p>MPCX2=CMH MPCP2=PCH MPCH2=HCH MPCR2=CMH FMPA2=FAH AFPA2=FAH</p>	
LV			AFMPA	Anticipated FML/MPA Annual Lv.	FML	Y
LV			FMPA2	FML/MPA Annual Lv – Hourly	FAH	Y
LV			AFPA2	Antic. FML/MPA Annual Lv – Hourly	FAH	Y

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Time and Labor Input/Output Reference Guide

(Time Reporting Codes and Their Meaning)

	Time Reporting Code on Timesheet	Time Reporting Code Description	Time Admin Generates Payable Time Code (Sent to Payroll)	Description of Payable Time	Code Employee Will See on Paycheck	Rule (Yes/No)
LV	FMPSL	FML/MPA Sick Leave	<p>Full Time: FMPSL, MPCLX, MPCLP, MPCHL, MPCLR, FMPAL, AFMPS, AFMPA, FMPWO</p> <p>Part Time: FMPS2, MPCX2, MPCP2, MPCH2, MPCR2, FMPA2, AFPS2, AFPA2, FFWO2</p>	<p>For full time employees, if the employee has a Sick Leave balance large enough to satisfy the number of hours entered, FMPSL (FML/MPA Sick Leave) will appear on Payable Time. If the employee lacks a Sick Leave balance, the hours will be taken from the available Compensatory Leave balance (in the following order – Excess - MPCLX, Premium - MPCLP, Holiday - MPCLH, and Regular - MPCLR) and then any available Annual Leave (FMPAL) balance.</p> <p>If the employee has no leave balances at all, FMPWO will appear on Payable Time unless the employee has accrued Sick or Annual Leave for the month and AFMPS then AFMPA would appear.</p>	<p>FMPSL=FMS MPCLX=CMP MPCLP=CPR MPCLH=CLH MPCLR=CMP FMPAL=FML AFMPS=FMS AFMPA=FML FMPWO=WOP FMSP2=FMH MPCX2=CMH MPCP2=PCH MPCH2=HCH MPCR2=CMH FMPA2=FAH AFPS2=FMH AFPA2=FAH</p>	N

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(Time Reporting Codes and Their Meaning)

	Time Reporting Code on Timesheet	Time Reporting Code Description	Time Admin Generates Payable Time Code (Sent to Payroll)	Description of Payable Time	Code Employee Will See on Paycheck	Rule (Yes/No)
				For part time employees, the rules follow the same as above except the TRCs are FMPS2, MPCX2, MPCP2, MPCH2, MPCR2, FMFA2, AFPS2, AFPA2, FPWO2		
LV			AFMPS	Anticipated FML/MPA Sick Leave	FMS	Y
LV			FMPS2	FML/MPA Sick Lv. – Hourly	FMH	Y
LV			AFPS2	Antic. FML/MPA Sick Lv. – Hourly	FMH	Y
LV	TERAL	Terminal Annual Leave	TERCX, TERCP, TERCH, TERCR, TERAL, SEPWO	If the employee has an Annual Leave balance large enough to satisfy the number of hours entered, TERAL (Annual Leave) will appear on Payable Time. However, if the employee has any Compensatory Leave balance, Payable Time will reflect that those hours must be taken first in the following order – Excess (TERCX), Premium (TERCP), Holiday (TERCH), and Regular (TERCR). If the employee has neither a comp leave nor annual leave balance, SEPWO (Separation Without Pay)	TERCX=TCL TERCP=TCL TERCH=TCL TERCR=TCL TERAL=TER SEPWO=WOP	N

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Time and Labor Input/Output Reference Guide

(Time Reporting Codes and Their Meaning)

	Time Reporting Code on Timesheet	Time Reporting Code Description	Time Admin Generates Payable Time Code (Sent to Payroll)	Description of Payable Time	Code Employee Will See on Paycheck	Rule (Yes/No)
				will appear on Payable Time as the employee would then be terminated.		
LV			ATERA	Anticipated Terminal Annual Lv.	TER	
LV	TERCL	Terminal Compensatory Leave	TERCX, TERCP, TERCH, TERCR, TERAL, SEPWO	Employees have four different types of Compensatory Leave balances. The TERCL entered will pull from these balances in the following order – Excess (TERCX), Premium (TERCP), Holiday (TERCH), and Regular (TERCR). If there is no compensatory leave to satisfy the time entered, the hours will be taken from the employee's annual leave balance and TERAL will appear on Payable Time. If there is neither Compensatory Leave or Annual Leave to satisfy the time entered, SEPWO (Separation Without Pay) will appear on Payable Time as the employee would then be terminated.	TERCX=TCL TERCP=TCL TERCH=TCL TERCR=TCL TERAL=TER SEPWO=WOP	N

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(Time Reporting Codes and Their Meaning)

	Time Reporting Code on Timesheet	Time Reporting Code Description	Time Admin Generates Payable Time Code (Sent to Payroll)	Description of Payable Time	Code Employee Will See on Paycheck	Rule (Yes/No)
LV			TERHL	Terminal Leave - Holiday	HTL	Y
LV	ADM	Admin Lv With Pay	ADM	ADM appears on Payable Time.	ADL	N
LV			ADM2	Admin Lv with Pay - Hourly	ALH	Y
LV	ADMDR	Spec Disaster Relief Srvc Lv	ADMDR	ADMDR appears on Payable Time.	SRS	N
LV	ADMEL	Adm Election Leave	ADMEL	ADMEL appears on Payable Time.	AEL	N
LV	ADMHS	Adm Health Services Leave	ADMHS	ADMHS appears on Payable Time.	AHL	N
LV	ADMIV	Adm State Exam/Interview Leave	ADMIV	ADMIV appears on Payable Time.	AIL	N
LV	ADMIW	Adm Inclement Weather Lv W/ Py	ADMIW	ADMIW appears on Payable Time.	AWL	N
LV	ASSLT	Assault Pay	ASSLT	ASSLT appears on Payable Time. Entered at Agency Administrator level.	ASP	N
LV			ASLT2	Assault Pay - Hourly	APH	Y
LV	BER	Bereavement Leave With Pay	BER	BER appears on Payable Time	BRV	N
LV	CIV	Civil Leave	CIV	CIV appears on Payable Time	JRY	N
LV			CIV2	Civil Leave - Hourly	CVH	Y
LV	EDU	Education Lv With Pay	EDU	EDU appears on Payable Time. Entered at Agency Administrator level.	EDU	N
LV	MIL	Military Leave With Pay	MIL	MIL appears on Payable Time.	MIL	N
LV			MIL2	Military Lv W/Pay Hourly	MLH	Y

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(Time Reporting Codes and Their Meaning)

	Time Reporting Code on Timesheet	Time Reporting Code Description	Time Admin Generates Payable Time Code (Sent to Payroll)	Description of Payable Time	Code Employee Will See on Paycheck	Rule (Yes/No)
LV	MILSP	Special Military Operations	MILSP	Special Military Operation Lv	WOP	N

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Time and Labor Input/Output Reference Guide

(Time Reporting Codes and Their Meaning)

Pay in Addition to Salary Codes

	Time Reporting Code on Timesheet	Time Reporting Code Description	Time Admin Generates Payable Time Code (Sent to Payroll)	Description of Payable Time	Code Employee Will See on Paycheck	Rule (Yes/No)
AP	COSMO	Cosmetology Service	COSMO	COSMO appears on Payable Time.	COS	N
AP	MINWG	Minimum Wage -Tips Employee	MINWG	MINWG appears on Payable Time.	PMW	N
AP	MOD1	Medical Ofc. of Day \$60 Rate	MOD1	MOD1 appears on Payable Time.	M01	N
AP	MOD2	Medical Ofc. of Day \$70 Rate	MOD2	MOD2 appears on Payable Time.	M02	N
AP	MOD3	Medical Ofc. of Day \$75 Rate	MOD3	MOD3 appears on Payable Time.	M03	N
AP	MOD4	Medical Ofc. of Day \$80 Rate	MOD4	MOD4 appears on Payable Time.	M04	N
AP	OVRNT	Overnight Travel (Comptroller)	OVRNT	OVRNT appears on Payable Time.	OTC	N
AP		(Additional Pay Generated by Rules)	SHFT	Shift Hours - Five Percent	SHD	Y
AP		(Additional Pay Generated by Rules)	SHFT8	Shift Hours - Eight Percent	SH8	Y

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Time and Labor Input/Output Reference Guide

(Time Reporting Codes and Their Meaning)

Time Worked Codes

	Time Reporting Code on Timesheet	Time Reporting Code Description	Time Admin Generates Payable Time Code (Sent to Payroll)	Description of Payable Time	Code Employee Will See on Paycheck	Rule (Yes/No)
WK			PTHS1	Part Time Hours Shift 1 Generated for hourly employees. Employee will enter REGS1 on timesheet.	PTH	Y
WK			PTHS2	Part Time Hours Shift 2 Generated for hourly employees. Employee will enter REGS2 on timesheet.	PTH	Y
WK			PTHS3	Part Time Hours Shift 3 Generated for hourly employees. Employee will enter REGS3 on timesheet.	PTH	Y
WK	PTDYS	Hours Worked Daily Employees	PTDYS	PTDYS appears on Payable Time.	PDM	N
WK	REGS1	Shift 1-Reg Hrs Worked	REGS1, ROT, RCOT, POT, PCOT, PTHS1	For regularly scheduled hours worked, REGS1 will appear on Payable Time. When the hours worked passes the overtime threshold for the employee's time period, ROT (Regular Overtime - cash) or RCOT (Regular Comp	REGS1=REG ROT=ROT RCOT=CAH POT=POT PCOT=CAH PTHS1=PTH	N

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(Time Reporting Codes and Their Meaning)

	Time Reporting Code on Timesheet	Time Reporting Code Description	Time Admin Generates Payable Time Code (Sent to Payroll)	Description of Payable Time	Code Employee Will See on Paycheck	Rule (Yes/No)
				<p>Overtime - comp) will appear on Payable Time. When the Regular Overtime hours cross the employee's threshold for premium overtime, POT (Premium Overtime – cash) or PCOT (Premium Comp Overtime – comp) will appear on Payable Time. If an employee is paid cash for overtime, POTFX will also appear with POT to pay the adjusted FLSA rate for premium overtime.</p> <p>Additionally, PTHS1 will appear on Payable Time for part-time employees who enter REGS1.</p>		
WK	REGS2	Shift 2-Reg Hrs Worked	REGS2, ROT, RCOT, POT, PCOT, PTHS2	For regularly scheduled hours worked, REGS2 will appear on Payable Time. When the hours worked passes the overtime threshold for the employee's time period, ROT (Regular Overtime - cash) or RCOT (Regular Comp	REGS2=REG ROT=ROT RCOT=CAH POT=POT PCOT=CAH PTHS2=PTH	N

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Time and Labor Input/Output Reference Guide

(Time Reporting Codes and Their Meaning)

	Time Reporting Code on Timesheet	Time Reporting Code Description	Time Admin Generates Payable Time Code (Sent to Payroll)	Description of Payable Time	Code Employee Will See on Paycheck	Rule (Yes/No)
				<p>Overtime - comp) will appear on Payable Time. When the Regular Overtime hours cross the employee's threshold for premium overtime, POT (Premium Overtime – cash) or PCOT (Premium Comp Overtime – comp) will appear on Payable Time. If an employee is paid cash for overtime, POTFX will also appear with POT to pay the adjusted FLSA rate for premium overtime.</p> <p>Additionally, PTHS2 will appear on Payable Time for part-time employees who enter REGS2.</p>		
WK	REGS3	Shift 3-Reg Hrs Worked	REGS3, ROT, RCOT, POT, PCOT, PTHS3	For regularly scheduled hours worked, REGS3 will appear on Payable Time. When the hours worked passes the overtime threshold for the employee's time period, ROT (Regular Overtime - cash) or RCOT (Regular Comp	REGS3=REG ROT=ROT RCOT=CAH POT=POT PCOT=CAH PTHS3=PTH	N

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(Time Reporting Codes and Their Meaning)

	Time Reporting Code on Timesheet	Time Reporting Code Description	Time Admin Generates Payable Time Code (Sent to Payroll)	Description of Payable Time	Code Employee Will See on Paycheck	Rule (Yes/No)
				<p>Overtime - comp) will appear on Payable Time. When the Regular Overtime hours cross the employee's threshold for premium overtime, POT (Premium Overtime – cash) or PCOT (Premium Comp Overtime – comp) will appear on Payable Time. If an employee is paid cash for overtime, POTFX will also appear with POT to pay the adjusted FLSA rate for premium overtime.</p> <p>Additionally, PTHS3 will appear on Payable Time for part-time employees who enter REGS3.</p>		
WK	REGTR	Training Time Worked	REGTR, ROT, RCOT, POT, PCOT	For regularly scheduled hours worked, REGTR will appear on Payable Time. When the hours worked passes the overtime threshold for the employee's time period, ROT (Regular Overtime - cash) or RCOT (Regular Comp	REGTR=REG ROT=ROT RCOT=CAH POT=POT PCOT=CAH	N

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(Time Reporting Codes and Their Meaning)

	Time Reporting Code on Timesheet	Time Reporting Code Description	Time Admin Generates Payable Time Code (Sent to Payroll)	Description of Payable Time	Code Employee Will See on Paycheck	Rule (Yes/No)
				Overtime - comp) will appear on Payable Time. When the Regular Overtime hours cross the employee's threshold for premium overtime, POT (Premium Overtime – cash) or PCOT (Premium Comp Overtime – comp) will appear on Payable Time. If an employee is paid cash for overtime, POTFX will also appear with POT to pay the adjusted FLSA rate for premium overtime.		
WK	RIWS1	Reg Inclement Weather Shift 1	RIWS1	RIWS1 appears on Payable Time.	REG	N
WK	RIWS2	Reg Inclement Weather Shift 2	RIWS2	RIWS2 appears on Payable Time.	REG	N
WK	RIWS3	Reg Inclement Weather Shift 3	RIWS3	RIWS3 appears on Payable Time.	REG	N
WK	RUBS1	Reg Uninhabitable Bldg Shift 1	RUBS1	RUBS1 appears on Payable Time.	REG	N
WK	RUBS2	Reg Uninhabitable Bldg Shift 2	RUBS2	RUBS2 appears on Payable Time.	REG	N
WK	RUBS3	Reg Uninhabitable Bldg Shift 3	RUBS3	RUBS3 appears on Payable Time.	REG	N
WK			XTR	Exception Time Reporting. Generated time for hours worked by agencies using minimal Time and Labor functionality.	REG	Y

Sorted by Time Category

Time and Labor Input/Output Reference Guide

(Time Reporting Codes and Their Meaning)

Without Pay Codes

	Time Reporting Code on Timesheet	Time Reporting Code Description	Time Admin Generates Payable Time Code (Sent to Payroll)	Description of Payable Time	Code Employee Will See on Paycheck	Rule (Yes/No)
WO			ALWO	Annual Lv Without Pay	WOP	Y
WO			ALWO2	Annual Leave WO Hourly		Y
WO			CLWO	Comp Lv Without Pay	WOP	Y
WO			CLWO2	Comp Leave Without Hourly		Y
WO			SLWO	Sick Leave Without Pay	WOP	Y
WO			SLWO2	Sick Leave Without - Hourly		Y
WO	DNRWO	Do Not Reschedule – W/O Pay	DNRWO	DNRWO appears on Payable Time. Entered at Agency Administrator level.	WOP	N
WO	EDUWO	Education Lv Without Pay	EDUWO	EDUWO appears on Payable Time. Entered at Agency Administrator level or generated.	WOP	N/Y
WO	EXTWO	Special Lv Without Pay	EXTWO	EXTWO appears on Payable Time. Entered at Agency Administrator level or generated.	WOP	N/Y
WO	FMLNP	FML No Pay-Employee Option	FMLNP	FMLNP appears on Payable Time. This TRC is for employees who elect to be without pay.	WOP	N
WO			FMLWO	FML - Current Without Pay Generated when an employee on paid	WOP	Y

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(Time Reporting Codes and Their Meaning)

	Time Reporting Code on Timesheet	Time Reporting Code Description	Time Admin Generates Payable Time Code (Sent to Payroll)	Description of Payable Time	Code Employee Will See on Paycheck	Rule (Yes/No)
				Family Medical Leave runs out of leave balances.		
WO			FMWO2	FML – Current Without Pay - Hourly		Y
WO	FMPWO	FML/MPA Without Pay	FMPWO	FMPWO appears on Payable Time.	WOP	N
WO			FPWO2	FML/MPA Without Pay – Hourly		Y
WO	MPAWO	Parental Leave Without Pay	MPAWO	MPAWO appears on Payable Time.	WOP	N
WO			MPWO2	Parental Leave – Without Pay Hourly		Y
WO	LWOP	Leave Without Pay	LWOP	LWOP appears on Payable Time. May be generated.	WOP	N
WO	MILWO	Military Lv Without Pay	MILWO	MILWO appears on Payable Time. May be generated.	WOP	N/Y
WO	NEWOP	Non Exec -Hrs Without Pay	NEWOP	NEWOP appears on Payable Time.	WOP	N
WO	SCLWO	Seasonal Close Lv W/O Pay	SCLWO	SCLWO appears on Payable Time. May be generated.	WOP	N/Y
WO	SEPWO	Separation Lv Without Pay	SEPWO	SEPWO appears on Payable Time. Entered at Agency Division level or generated.	WOP	N/Y